



**Solicitation Information  
DATE**

**RFP# ....**

**TITLE: Cranston Street Armory Reuse**

**Submission Deadline: DATE TIME (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE:**

**MANDATORY: NO**

**DATE:**

**LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [@purchasing.ri.gov](mailto:@purchasing.ri.gov) no later than **DATE (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED: NO**

NAME OF BUYER, TITLE OF BUYER

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

**Table of Contents**

<b><u>SECTION 1. INTRODUCTION</u></b> .....	3
<b><u>Instructions and Notifications to Offerors</u></b> .....	3
<b><u>SECTION 2. BACKGROUND</u></b> .....	5
<b><u>SECTION 3: SCOPE OF WORK AND REQUIREMENTS</u></b> .....	8
<b><u>SECTION 4: PROPOSAL</u></b> .....	10
<b><u>A. Technical Proposal</u></b> .....	10
<b><u>B. Financial Proposal</u></b> .....	10
<b><u>C. ISBE Proposal</u></b> .....	11
<b><u>SECTION 5: EVALUATION AND SELECTION</u></b> .....	12
<b><u>SECTION 6. QUESTIONS</u></b> .....	14
<b><u>SECTION 7. PROPOSAL CONTENTS</u></b> .....	14
<b><u>SECTION 8. PROPOSAL SUBMISSION</u></b> .....	16
<b><u>SECTION 9. CONCLUDING STATEMENTS</u></b> .....	16
<b><u>APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM</u></b> .....	17

## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Capital Asset Management and Maintenance (“DCAMM”), is soliciting proposals from qualified teams to redevelop the Cranston Street Armory, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation

as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov) .

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do

from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).

12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeoco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

## SECTION 2. BACKGROUND

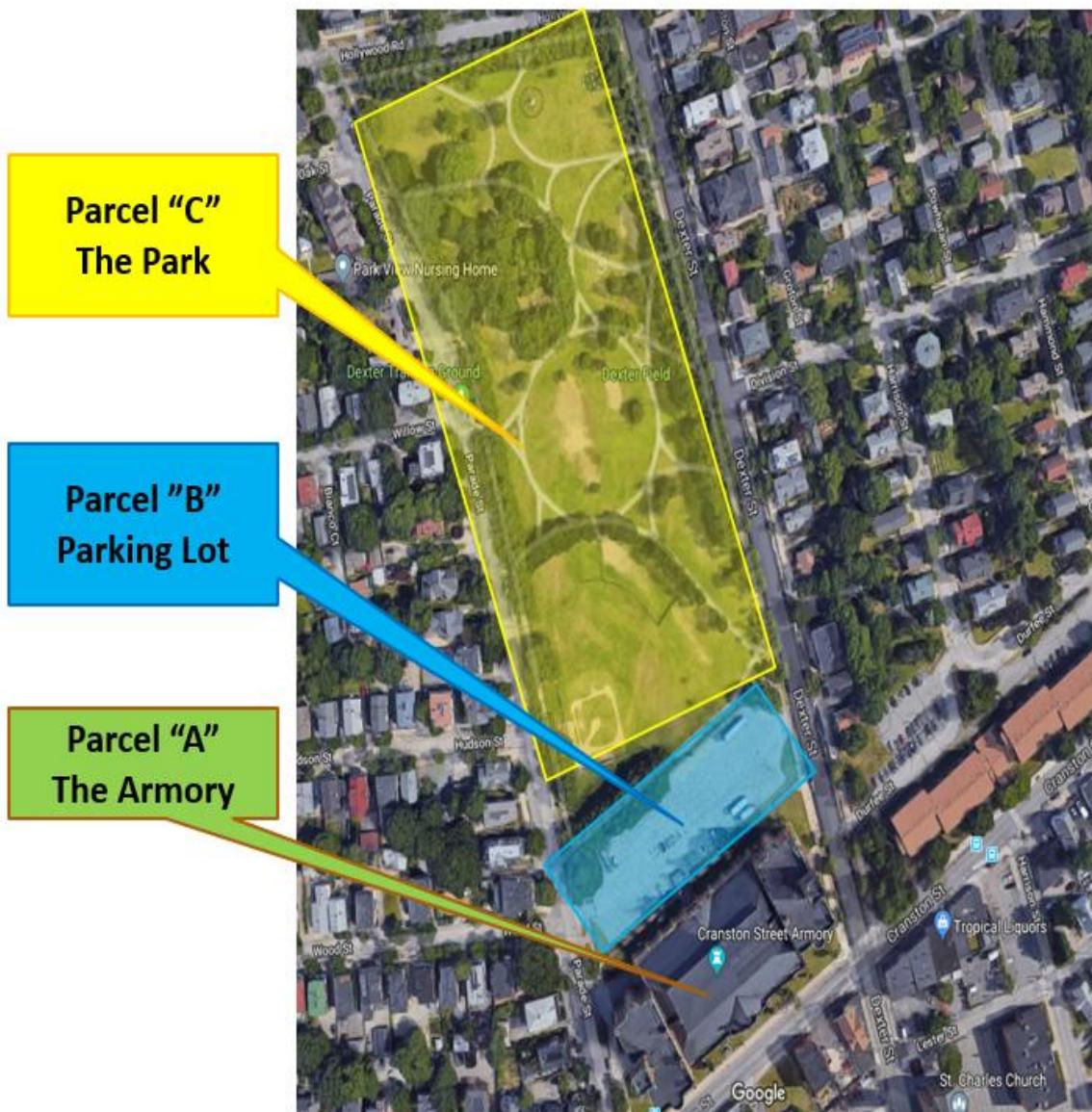
The Cranston Street Armory, also known as the Providence Armory, is a 190,000-square-foot historic facility that once housed the State’s militia, located in the West End neighborhood of Providence. It was designed by William R. Walker & Sons in 1907 for the Rhode Island National Guard in a style that is reminiscent of medieval castles. Listed on the National Register of Historic Places, the Cranston Street Armory is the largest of Rhode Island’s historic armories. It is a monumental masonry building of granite, specialty yellow brick, and terra cotta, and is crowned with numerous turrets and copper crenellated parapets.

Central to the Armory is a 40,000-square-foot drill hall with a clear-span roof structure that slopes up to a maximum height of 80 feet. The vast drill hall is flanked by two four-story headhouses with central stairways and towers. The headhouses are nearly identical to one another. However, they are set slightly off-center in relationship to the drill hall to reflect the angle of Cranston Street. Each headhouse totals approximately 51,890 square feet, including the towers, which reach a maximum height of 155 feet.

The building’s basement is partially above ground and includes an additional 21,000-square-foot clear-span space and a vehicle ramp entrance from Parade Street. The building includes decorative woodwork throughout. Parcel “C” is adjacent to the Dexter Training

Ground, a nine-acre City-owned park. It is one of the most heavily-used parks in Providence. The park includes a playground, bocce court, chess tables and playing fields. See “Site Overview” below for more information.

Historically, the Armory has accommodated a wide range of events, including gubernatorial inaugural balls, track meets, car shows, and movie production studios. During the last twenty years, the facility has been used primarily for storage. The first floor of this magnificent building was most recently home to the State Fire Marshal's Office, while the upper floors have remained unoccupied for many years. Currently, the basement and drill hall are used for storage purposes by multiple State agencies, but the building is otherwise not in active use. For background on existing conditions and building needs, please refer to the Facilities Condition Report (FCA) that is attached to this solicitation.



## Site Overview

**Parcel A:** The building (owned by the State)

**Parcel B:** The adjacent parking lot (owned by the City)

**Parcel C:** The park (owned by the City)

The West End is served by several commercial corridors. Cranston Street has many small, ethnically diverse stores and restaurants, many of which are owned by immigrants. The neighborhood is characterized by a high level of citizen involvement and a strong investment in ensuring quality of life. The Armory is in the heart of the Broadway-Armory Historic District, which has experienced increased investment in recent years.

The Armory is conveniently accessible via Interstate 95 and R.I. Route 10, and is served by several RIPTA bus routes, including the Route 31 bus with service every 12-14 minutes into downtown Providence.

The neighborhoods surrounding the Armory are racially and economically diverse. According to U.S. Census data, almost half of the district's residents identify as Hispanic and almost 20 percent are Asian. The remaining 30 percent identify as White, Black and other races. The median income in the West End, at \$33,878, is below the Providence average of \$40,335. The median age for the neighborhood (32 years) is slightly older than the rest of the City (29.9 years). Almost one-third of the population lives below the poverty line.

### **SECTION 3: Partnerships and Scope**

The State seeks to redevelop the Armory in order to restore and activate an architectural and historic landmark which has the potential to stimulate economic and community development opportunities for the neighborhood, city, and region. This is presumed to be a multiyear effort.

#### **Ownership Structure**

The State will retain ownership of the Armory. It anticipates entering a long-term lease with an experienced business partner who will act as the master tenant, the entity that would be responsible for operating the building. However, while the State would prefer to contract with a single entity, it also reserves the right to approve selection of multiple respondents through this procurement. All proposals should indicate the desired partner(s) that can attract appropriate uses for the facility and participate in the renovation.

#### **Proposed Uses**

Proposals can include a single use or a combination of uses in the reuse of this historic building. Proposals for a multipurpose facility with multiple tenants and partners should ideally be led by a single entity that would serve as the master tenant and manage sub-lease agreements with the additional partners. All proposals – whether they are submitted from a single entity or from multiple partners – should provide a detailed narrative of uses and sub partners.

#### **Community Benefit**

Enabling public access to and use of the Armory is a key goal of the State, the City of Providence, and residents of the surrounding neighborhoods. Proposals should provide a detailed description of how community access will be incorporated into the reuse plan. Public access could take multiple forms: examples of how community access will be provided should be detailed in the proposal. Examples include, but are not limited to, the following:

- a) For a primary use that enables public access (such as an event venue), proposals should detail how participation will be made broadly accessible to the diverse communities surrounding the Armory (e.g. discounted tickets, diverse programming,

discounted rental rates for community organizations, etc.)

- b) For a primary use that is not public (such as a conference venue), proposals should detail the specific structure by which community use will be incorporated (e.g. a percentage of total time, several days per month, etc.), and any restrictions that may be placed on community use.
- c) For proposals that include ongoing participation by community-based partners (such as renting space in the towers to local nonprofits), detail the amount of space that will be available for community partners, identify the partners (if possible), and indicate the extent to which the drill hall will also be accessible to the public.

Proposals should take into consideration any potential impacts that their reuse plan may have on the surrounding communities (such as traffic, noise, etc.), and describe how those impacts will be mitigated. In addition, proposals should identify any additional opportunities for community benefits (such as a local preference in hiring, contracting with local vendors, etc.).

A wide range of ideas for potential uses of the Armory have been suggested by residents and stakeholders. Common themes that have emerged through community input include:

- Events: conferences, workshops, training sessions, weddings, galas, parties
- Recreation & Sports
- Education, Arts, rehearsal, performance, studios, exhibition
- Retail/Commercial: farmer's markets, flea market, commercial kitchen and/or incubator catering space, business incubators in general.

### **Building Renovation**

The state recognizes that substantial capital improvements to the property will be necessary for successful reuse. In this regard, it is important to the State, the City of Providence, stakeholders, and residents that the historic integrity of the building be preserved. Improvements to the property are subject to approval by the Rhode Island Historical Preservation and Heritage Commission (RIHPHC).

The State expects to continue to make capital improvements to the facility, including exterior improvements, mechanical systems, and other major code upgrades. The State has invested \$4.8 million dollars over the last five years in public funding. Proposals should assume that any major capital improvements or code upgrades that are specific to the uses proposed (for example, installing a track for an athletic facility or seating for a performance venue) will be less likely to receive public funding. Interior tenant fit-out will be the responsibility of the tenant(s). See Facilities Condition Report (FCA) that is attached to this solicitation.

### **Ongoing Operations**

Long-term financial sustainability is a primary goal for redevelopment of the Armory. Proposals must provide detailed estimates of operational costs and revenues and estimate any ongoing public support that may be needed. The State does not expect that the Armory will become a significant source of rental income, but it does aim to reduce or eliminate the State's annual operating expenditures on the building.

### **Parking Lot and Dexter Park**

The adjacent parking lot and Dexter Park are owned by the City of Providence, which is a partner of the State in the Armory reuse process. Proposals should identify whether/how they

would make use of the parking lot and Dexter Park, including any proposed improvements, and ongoing maintenance of those properties, if they are incorporated into the proposal.

## SECTION 4: PROPOSAL

### A. Technical Proposal

**Provide a technical proposal addressing specifically each of the following elements:**

#### 1. Reuse Proposal

- a. Narrative description of use concept(s).
- b. Proposed program diagrams for each floor labeled with estimated gross floor area for each proposed use. If proposal is phased, provide a separate set of program diagrams for each phase.
- c. Narrative description of capital investments needed to support proposed use(s) (e.g., number and approximate location of elevators, egress stairs, restrooms, etc.). If proposal is phased, indicate in which phase each capital investment would occur.
- d. Site access plan including pedestrian access, vehicular access, loading/service access, and off-street parking (as applicable).
- e. Detailed timetable of redevelopment from selection through occupancy.

#### 2. Community Access, Impact, and Benefit

- a. Describe in detail how community access will be incorporated into the proposed uses. State whether/how community access will be incorporated into the primary use, and/or achieved through auxiliary uses. If auxiliary uses, indicate which spaces within the Armory will be accessible to the community, and/or for what percentage of time (as applicable).
- b. Detail any restrictions that will be placed on community access (if applicable).
- c. Describe potential impacts to the surrounding communities and how they will be mitigated.
- d. Identify any opportunities for additional community benefits.

#### 3. Organizational Chart

Provide an organizational chart that includes all members of the team and specifically indicates the following:

- a. Development team. Provide the role(s) for the project manager and key staff for the development phase.
- b. Operational team. Provide the name(s) and resume(s) for the entity and key staff member(s) serving as manager of ongoing operations.

#### 4. Capability, Capacity, and Qualifications of the Offeror

Provide a detailed description of the development team & roles and responsibilities of the various members and operational entities' experience and area(s) of expertise.

- a. Describe the experience of the development entity, operational entity, and any other core team members, emphasizing projects of a similar nature and size. Include information on relevant permitting experience and previous experience with public/private partnerships.

- b. Describe the firms' experience with Public Private Partnerships and experience with building management and leasing
- 5. Implementation Strategy**
- a. Describe the team's management strategy for a public/private partnership for an adaptive reuse to redevelopment in a registered historic building.
  - b. Describe the ongoing operational project management strategy. If the proposal includes multiple tenants in the building, describe the management strategy for operating a multitenant facility.
  - c. Once the space is code compliant what is your startup/launch strategy?
- 6. References**
- Include 4-5 references from investors, community stakeholders, sponsors etc. References should be able to speak to the team's performance on similar projects; the development team's reputation, track record and ability to complete projects as proposed, are important. Recent references are preferred.
- 7. Public Presentation**
- Qualified respondents shall be required make a presentation to the community.
- B. Financial Proposal**
- The State acknowledges that a significant level of capital investment will be required, and that it is unlikely that this can be accomplished solely with private sources of financing. **However, one of the State's key goals for reuse is to reduce or eliminate the Armory's operating cost burden on State resources.**
- Provide a financial proposal including the following:**
1. **Pro forma and business plan** (confidential) in Microsoft Excel including, at a minimum:
    - a. A list of assumptions, including (but not limited to) which capital improvements are proposed to be managed and funded by the State.
    - b. A capital budget including:
      - i. Estimated costs (by phase, if applicable)
      - ii. Private sources of capital funding/financing
      - iii. Expected public sources of capital funding/financing (such as tax credits, subsidies, grants, loans, etc.)
    - c. An operating budget including:
      - i. Estimated rent to be paid to State
      - ii. Estimated rent to be collected from tenant(s)
      - iii. Detailed estimate of total operating costs
      - iv. Detailed estimate of revenues
      - v. If proposal is phased or operating budget does not break even in Year 1, provide a five-year operating budget
      - vi. Clearly state any operating subsidies that will be requested from the City, State, and/or Federal government
  2. **Detailed market analysis**, including:
    - a. Activities/functions that will drive usage and market sources that will support these priorities.

3. **Statement of developer's financial capacity**, including:
  - a. Financial statement for the entity and/or principals.
  - b. Any pending or past litigation involving the development entity or any team members.
  - c. Existing loans and their status; a minimum of "good standing" is required on existing loans.
4. **Proposed lease price, duration, and key terms and conditions** developer will seek in definitive legal documents.

Discretionary tax credits and funds offered by the State of Rhode Island may be leveraged to provide additional financial support for the redevelopment of the Cranston Street Armory:

- a) Qualified Jobs Incentive Tax Credit: Up to \$7,500 per job per year in annual and redeemable tax credits, depending on the wage level and other criteria.
- b) Rebuild Rhode Island Tax Credit: Redeemable tax credits that cover up to 30% of project costs if a real estate project cannot raise enough funding or is at risk of locating in another state.
- c) Tax Increment Financing: Provides capital to eligible projects by rebating new State tax revenue generated, not to exceed 30% of total project costs or 75% of incremental revenue generated.
- d) First Wave Closing Fund: Provides lynchpin financing unavailable from other sources to close transactions of a critical or catalytic nature.

More detailed information on these economic development incentives is available on the Rhode Island Commerce Corporation's website: [CommerceRI.com](http://CommerceRI.com). Proposals should discuss other funding/financing that your team can leverage.

The State reserves right to request additional information related to the development pro forma and business plan.

### Independent Small Business Enterprise (ISBE) Proposal

\*See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

## SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a Technical Evaluation Committee ("TEC") comprised of staff from City, State and community leaders.

- The actual selection of the vendor will be governed by the state purchasing process. The Technical Evaluation Committee, also known as the selection committee, will be made up of five state employees, one city representative recommended by the Mayor of Providence, and three community members recommended by the Cranston Street Armory Steering Committee.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall

not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will not move forward in the evaluation process.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined, ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the respondent(s) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Team Composition and Qualifications	20 Points
Nature, Feasibility, and Suitability of Reuse Plan	20 Points
Approach to Community Benefit/Access	20 Points
References	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Thoroughness and Feasibility of Financial Proposal	20 Points
Readiness to Proceed	10 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

#### \*\*ISBE Participation Evaluation:

##### a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.

2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate})$$

$$\times \text{Maximum ISBE participation points})$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

#### General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

### SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [....@purchasing.ri.gov](mailto:....@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # XXXXX** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

### SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc.Forms/13\\_RI Version of IRS W-9 Form.docx](http://documents/Forms/Misc.Forms/13_RI%20Version%20of%20IRS%20W-9%20Form.docx). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to ten (10) pages (this excludes resumes, examples of previous projects, and any appendices).
  - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
  - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
  - c. Four (4) printed paper copies
5. Financial Proposal - A separate, signed and sealed financial proposal reflecting the requirements described above. Include the financial proposal as an editable Microsoft Excel file in the electronic submission.
  - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
  - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
  - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
- a. Vendor’s name
  - b. RFP #
  - c. RFP Title
  - d. Proposal type (e.g., technical proposal or cost proposal)
  - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives

or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

**B. Formatting of written documents and printed copies:**

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with margins of no less than 0.5" on white 8.5"x 11" paper.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The financial proposal shall be typed using the formatting described above. Tables should be provided in an editable Microsoft Excel file included with the electronic submission.
- d. The original printed copy is to be only bound with removable binder clips. The four additional printed copies may be otherwise bound.

## **SECTION 8. PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked "**RFP# xxxxx**" to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9. CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award based on cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30->

**00-13 APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM****A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7. E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

**B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL PROVIDENCE,  
RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business**

Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise			
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier:				
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation
Anticipated Date of Performance:				

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
-----------------------------------	-------	------

Subcontractor/Supplier Signature	Title	Date
----------------------------------	-------	------

DRAFT